State of Washington

Roadmap for Financial and Administrative Policies, Processes and Systems

Advisory Group
Working Session

January 25, 2006

Today's agenda

	Agenda item	Presenter	Time
1	Welcome	Sadie Rodriguez-Hawkins	5 min
2	Update from Executive Sponsor Committee	Linda Bremer / Wolfgang Optiz	30 min
3	Roadmap modeling deliverables buy-in process	Kathy Rosmond	30 min
4	Feedback on Grants Value Proposition	Robin Madsen	15 min
5	Modeling update	Susan Dodson/ John Natteford	10 min
6	Integration architecture	Allen Schmidt	10 min
7	Next steps / process check	Kathy Rosmond	5 min
Appendices – Integration Architecture Strategy and decision-making principles			

Modeling Principle: Guide *Roadmap* business process modeling with capabilities generally available in an ERP (Enterprise Resource Planning)

Note: Not all Roadmap business process functionality is included in an ERP

Deliverables feedback process

Discussion about *Roadmap* business process modeling buy-in.

- Why we need Advisory Group review and comment.

- Who should provide feedback?

- When should we ask for feedback?

- What form should feedback take?

- Where should we document the feedback?
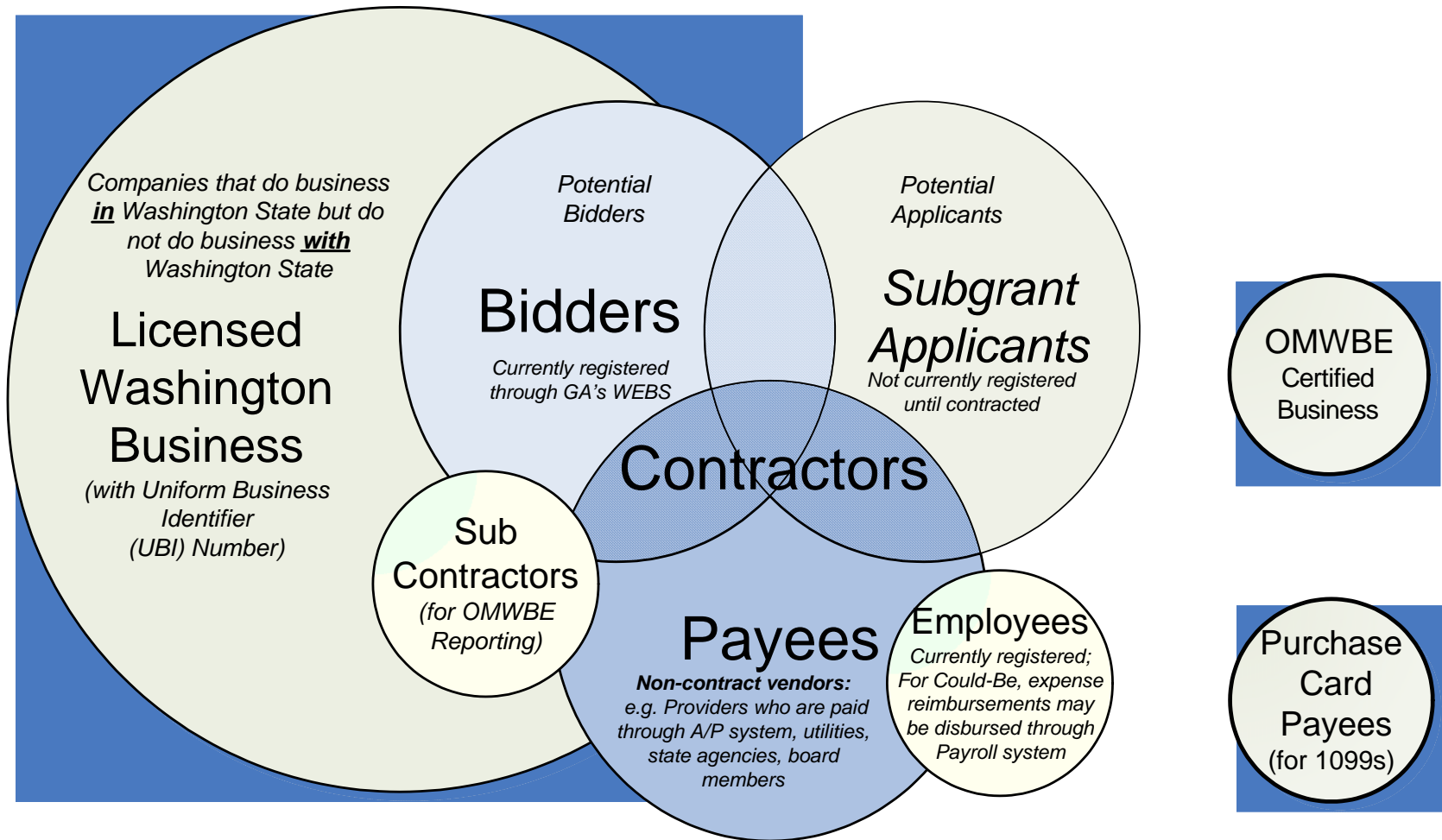
Feedback on Grants Value Proposition

Robin Madsen

Business process modeling update

❑ Grant and subgrant management

❑ Contract management

❑ Vendor Information management

❑ Payables management

❑ Procurement management

Potential Vendor Registration Universe

Companies that do business _in_ Washington State but do not do business _with_ Washington State

Licensed Washington Business

(with Uniform Business Identifier (UBI) Number)

Potential Bidders

Bidders

Currently registered through GA's WEBS

Potential Applicants

Subgrant Applicants

Not currently registered until contracted

Contractors

Sub Contractors
(for OMWBE Reporting)

Payees

Non-contract vendors:
e.g. Providers who are paid through A/P system, utilities, state agencies, board members

Employees
Currently registered; For Could-Be, expense reimbursements may be disbursed through Payroll system

OMWBE Certified Business

Purchase Card Payees
(for 1099s)

February expectations

Tasks	Expectations	Assigned to	Due Date
Continue to model vendor, procurement, payables management business processes and data	• Participate in business process modeling Phase II • Check out the *Roadmap* Business Process Modeling website http://www.ofm.wa.gov/roadmap/modeling.htm	Focus groups Advisory Group	Ongoing Ongoing
Develop enterprise architecture strategy	• Continue developing the enterprise architecture strategy for the *Roadmap* • DIS to hire *Roadmap* integration architecture consultant	Enterprise Architecture Steering Committee	1st Wednesday of each month
Communicate	• Continue sharing the *Roadmap* plan and vision with agency managers and staff	Advisory Group Working Team	Ongoing

Next meeting: **Wednesday, February 22 1:30-3:30**
OFM Point Plaza West Training Room

Suggestions for improvements

Roadmap Reference Slides:

- Integration architecture strategy
- Advisory Group decision making principles

Roadmap Integration Architecture Strategy

The integration architecture strategy will identify standards &
guidelines that will allow the state to:

- Implement the *Roadmap* incrementally, with confidence that
  components will fit together

- Accommodate agency-unique extensions where needed

- Help agencies plan how to integrate their core systems with new
  Roadmap systems over time

The Integration Architecture Steering Committee, jointly sponsored by
DIS and the *Roadmap*, is defining the enterprise integration
architecture strategy.

Roadmap Advisory Group
Decision-making principles

Natural boundaries principle *Should be designed around natural boundaries (adopted by the ISB November 2004)*

- Rationale:
  - Achieving the ability to view state government as a single enterprise requires the ability to effectively integrate systems as needed. Systems with well defined, natural boundaries aid in integration.

- Implications:
  - In order to meet its mandate in a timely manner, the state will need to leverage and use all of its available resources including the existing environment.
  - Within the boundaries of an "Information System", tight coupling streamlines business processes.
  - Between "Information Systems", loose coupling allows open, plug and play approach.
  - Requires definitions of what is in and out of scope of statewide "Information Systems".
  - Requires enterprise-level business and data modeling.

Logical Sequence Principle Should sequence projects based on information needs

- Rationale:
  - Reduces risk of missing key functionality and rework
  - Captures the data needed for operations and performance management as part of the original transactions
- Implications:
  - May have to model lower-value business processes before potentially higher-value processes
- Examples:
  - HRMS would have included financial requirements earlier

Business Sponsorship Principle Should select projects with business sponsors for significant change

- Rationale:
    - Significant process change requires leadership and sponsorship at the highest levels
- Implications:
    - We should not proceed with new ideas if a committed business sponsor can't be identified
- Examples:
    - Identify business sponsor for using state credit cards for all travel expenses

Value Proposition Principle: Should have a measurable value proposition for change

- Rationale:

    Difficult to achieve change without a clear business return

- Implications:

    We should not promote policy, process, systems or information changes without a notable value for the enterprise

- Example:

    Prioritize process modeling work around valued projects such as TEMS, Enterprise Grants and Loans Management

Proposed *Roadmap* Business Processes Mapped to ERP Solutions

Based on Market Research as of 19 January 2006

Strat Plan & Budgtg	Decision Support	Risk Mgt	Project Mgt	Cost Acctg	Grant Mgt	Asset Mgt	Contract Mgt	Vendor Mgt	Procurement	Payables Acctg	GL Acctg & Fin Rpt	Cust Rel Mgt	Revenue Acctg	Treasury Mgt
• Forecasting • Strategic Planning & Budget Development • Strategic Planning & Budget Approval • Strategic Planning & Budget Implementation • Performance & Budget Monitoring	• Statewide Management Reporting • Agency Management Reporting	• *Statewide Risk Management* • Agency Risk Management	• Project Accounting • Capital Project Monitoring and Oversight • *Capital Project Management* • Non-Capital Project Management	• Define Cost Objectives • Develop Cost Allocation Plan • Allocate Costs	• Grant Accounting • Grant Management	• Capital Asset Accounting • Asset Lifecycle Management	• Develop Contracts • Negotiate Contracts • Monitor Contracts	• Vendor Registration • Vendor Information Management	• Identify Requirements • Manage Bids • Manage Procurement • Manage Consumables	• Goods & Services Payables • Non-Goods & Services Payables • Encumbrance Management	• Chart-of-Accounts Management • GL Accounting • Account Reconciliation • Funds Administration • Financial Reporting	• Customer Identification • Customer Information Management • *Customer Outreach Management*	• *Taxes, Sales, Services Management* • Accounts Receivable • Cashiering Management • Revenue Distribution • Refund-Credit Management	• Manage Local & Treasury Funds • *Investment Management* • *Bond / Debt Management*

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ERPS OVERALL:

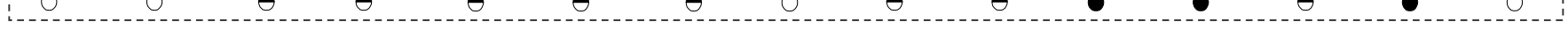| ◯	◯	◐	◐	◐	◐	◐	◯	◐	◐	●	●	◐	●	◯

◯ Probably will not Support   ◐ Partially Supports   ● Supports Well

Out of Scope